



Legislative Information Systems Auditor 1

ABOUT OUR OFFICE:

The Office of the Tennessee Comptroller of the Treasury is responsible for the audit of state and local governmental entities and participates in the general financial and administrative management and oversight of state government. The Office is led by Comptroller Justin P. Wilson, a constitutional officer who is elected by the Tennessee General Assembly.

In the Comptroller's Office, we strive to deliver on our mission to make government work better. We believe our success as an office depends on finding opportunities for employees to accomplish our office's goals and answer challenges to make things better.

We want every member of our team to be excited to come to work every day and be challenged. Through dedicated hard work and commitment, every Comptroller's Office employee accepts personal responsibility to accomplish our mission and uphold it.

POSITION:

The Comptroller of the Treasury is currently hiring for a full-time, Legislative Information Systems Auditor 1. This position is within the Division of State Audit and is responsible for aiding, instructing and supervising personnel engaged in auditing tasks related to information systems (IS) and performs professional IS auditing work for the office. The Division of State Audit examines the books and records of an entity and determines the entity's compliance with applicable statutes, rules and regulations. The office is comparable to an independent public accounting firm in the business sector, because as a legislative organization it is independent of the audited entity.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the competency, knowledge, skill, and/or ability required with or without reasonable accommodation.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a major in accounting, computer information systems, computer science or a business or mathematics related curriculum with a minor or equivalent experience in information systems. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

KNOWLEDGE, SKILLS, AND ABILITIES:

A successful employee in this position has considerable knowledge of basic IS principles, concepts, standards and procedures relating to a business environment; some knowledge of systems analysis and design, computer theory in hardware, communications, operating systems, database concepts, and applications development procedures. Candidates should also possess the ability to deal tactfully with the public and co-workers, to exercise good judgment in evaluating situations and making decisions, and to express ideas clearly, concisely, and convincingly.

MAJOR RESPONSIBILITIES:

- Examines the IS related functions of the accounts or books of a state department or agency, college or university in conjunction with financial or performance auditors, to determine if the accounts and results of the various types of transactions have been properly controlled, entered into, operated upon and correctly dispensed by the IS function
- Performs IS audit assignments including the evaluation of organizational structure, IS related equipment hardware, operating systems software, production programs and systems, physical installation, budgetary considerations, procurement, cost allocations, systems development, computer operations
- Establishes and references IS standards and procedures
- Prepares audit working papers in standard form giving information relative to the extent of the examinations and findings
- Adjusts, lists, and reports to the supervisor all errors found
- Composes correspondence regarding auditing work
- Instructs and teaches other auditors in the general aspects of the IS function and auditing thereof, and assists other auditors in the more difficult aspects of IS related auditing tasks.

COMPENSATION:

Starting salary for an entry level candidate is \$3,729 per month. The Comptroller's Office also offers a comprehensive benefits package that includes twelve days each of annual leave and sick leave, competitive insurance plans, pension retirement plan, 401k, college fee waivers, and much more.

HOW TO APPLY:

If you are interested in being considered for this position, please submit your resume with unofficial college transcript and contact information for three (3) references to Jobs@cot.tn.gov.

EQUAL EMPLOYMENT OPPORTUNITY:

The Comptroller of the Treasury is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected class. To comply with legal record keeping requirements regarding Affirmative Action, we invite you to complete the information requested in the link below. Please be advised that your completion of this form is NOT part of your official application for employment. It is considered confidential information that will not be used in any hiring decision. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. If you choose to participate by completing this form, we thank you for your cooperation. To complete this form, please go to:

<http://www.comptroller.tn.gov/oms/careeropp.asp> and click Voluntary Affirmative Action Form.